

**SCPD EMPLOYMENT FIRST OVERSIGHT COMMISSION
DECEMBER 11, 2018
SMYRNA REST AREA, SMYRNA**

Present: Lloyd Schmitz, Chair, Council on Blind/SCPD; Marissa Catalon, DDDS; Elisabeth Furber, CLASI/DLP; Sandy Reyes, Department of Human Resources; Jackeline Saez-Rosario, Advocate; Ron Sarg, DCVA/MOAA; Cindy Sterling, ServiceSource/AND; John McNeal, SCPD; Kyle Hodges, SCPD; and Amber Rivard, Support Staff.

Guests: Jennifer Garcia, DDDS (Designee for Marissa Catalon); Genelle Taylor, DSAMH; and Despina Wilson, IRI.

Absent: Andrea Guest, DVR; Thomas Hall, DSS Deputy Director/DHSS; Emmanuel Jenkins, DDC; Dale Matusевич, DOE; Julie Petroff, DOL-Division of Industrial Affairs (DIA); and Rick Kosmalski, DDC.

CALL TO ORDER/Introductions/Approval of June 12th and November 13th, 2018 Minutes

Lloyd called the meeting to order at 9:41 am. Everyone introduced themselves. Marissa introduced her designee, Jennifer Garcia. She will be representing DDDS when Marissa is unavailable. Lloyd asked if they could get a written letter from the Director talking about the new designee and Marissa agreed. The June 12th minutes were reviewed. Ron motioned for approval of the June minutes. Marissa seconded the motion. The June 12th minutes were approved as submitted. The November 13th minutes were reviewed. Ron requested that page 2, paragraph 3 (5th line to the bottom) to change “DDDS conducts on an annual bases.....” to “DDDS conducts on an annual basis....” Ron motioned for approval of the November minutes as amended. Cindy seconded the motion. The November 13th minutes were approved as amended.

ADDITIONS OR DELETIONS TO THE AGENDA

None

BUSINESS

Chair and Co-Chair of EFOC

Nominations were held for the positions of the Chair and Co-Chair. Elections are held every year in December. Lloyd nominated Sandy Reyes for Co-Chair or Chair. Sandy commented that she would be more comfortable in being Co-Chair. Sandy nominated Cindy Sterling for Chair position. Marissa seconded the nominations with no one abstaining or opposing. The motion was carried.

Cindy asked for clarification on what the Chair of the Commission does. Lloyd and John clarified that the duties of the Chair are to run the meetings, put the agenda together, and work with support staff, and assist with writing the Annual Report. The Commission members also determine where the Chair is moving forward along with the co-chair, and assists in understanding State procedures. A discussion was made to make a list about what should be on

the Report. Lloyd commented that Rita will be here next month to help with clarifying on focuses for 2019.

Sandy asked about the Commission membership. Lloyd added that the people with disabilities that were appointed by members of the legislators to be on the Commission, cannot designate someone if they miss a meeting. Directors or Secretaries can designate individuals to represent their agency for the Commission. John commented that it is challenging if a person is designated by a Cabinet Secretary, then it is the Cabinet Secretary's job to appoint someone else if the designee has missed many meetings. Lloyd commented that Sandy's question on the membership of the Commission tabled until the January meeting when Rita attends.

Lloyd added that the people with disabilities appointed by a legislator for the Commission are limited to serving 6 years maximum. He asked if there we could find out who served for 6 years on the Commission. Ron commented that he has been on the Commission for 4 years. Kyle suggested that the Commission review and amend the language of the legislation on the membership to make it less confusing. Lloyd commented that Representative Heffernan had touched on this topic and stated that the legislators did not want the same people representing those with disabilities. They wanted a multitude of different viewpoints on the matter of the Commission. It was noted that Emmanuel became a State employee and it originally stated that in the legislation that if you are a person with a disability and employed with the State, you can no longer be on the Commission. However, that was amended to still include Emmanuel into the Commission. It is difficult in finding people with disabilities to attend meetings as a member and reach quorum. Lloyd asked the Commission members if they know people who have knowledge that could assist them in Employment First, and find out if they'd like to participate.

John commented that there is an overwhelming amount of advisory committees related to employment first topics. He suggested that the Commission send something out to those committees inviting them to a meeting that could bring together all of these agencies. Cindy suggested that they reach out to the Disability Studies Program. Ron made another suggestion of creating a roster of personnel in the membership list and when they were assigned to their duties. Cindy replied that there is a rough draft for the membership. Amber will update the membership spreadsheet and send it out to the Commission with help from John. Kyle suggested to put it onto the SCPD website under the Employment First section.

Federal Assistance of Subject Matter Expert (SME)

Marissa shared unfortunate news that the Commission was not selected as a candidate for Vision Quest (ODEP technical assistance program). Sandy asked if it was possible for the Commission to ask for feedback on identifying and meeting the standards to work towards those given goals. It was about submitting where we are as a state in certain domains and had asked the technical assistance to implement part of the Workforce Investment Opportunity Act (WIOA). Marissa added that one of the barriers with not receiving the Vision Quest program was due to the limited number of spots, and it was determined that another state had a greater need for the service than Delaware. Lloyd recalled that there was only six available slots.

Lloyd asked if Marissa could share information on the application that was submitted to ODEP. He suggested we could find someone locally to work with us through the State Training Office or another office. Marissa commented that if the Commission could collaborate with Andrea Guest and Deb Bradl to get input on WIOA concerns and how they wanted to use the technical assistance. Lloyd suggested that this would be a good agenda item to discuss at the January meeting along with Rita's discussion topic. Cindy agreed that it would be doable to include that topic as a discussion in January along with discussing other resources. Marissa suggested tabling this discussion until Andrea and Deb add their input.

OTHER BUSINESS

None

PUBLIC COMMENT

None

ANNOUNCEMENTS

The LIFE Conference is still looking for people to register. So far, 200 people have registered. Registration is open for two more weeks. The conference will be held at Dover Downs in Dover on January 31, 2019.

Rita's slideshow/ EFOC summary was sent out electronically and distributed to all Commission members. Kyle will confirm that Rita will be coming to the January meeting.

ADJOURNMENT

Ron motioned to adjourn the meeting. Marissa seconded the motion. The meeting was adjourned at 10:28 am.

Respectfully submitted,

Amber Rivard
Administrative Specialist